

**NATIONAL POWER TRAINING INSTITUTE**  
(Under ministry of Power, Govt. of India)  
WESTERN REGION, NAGPUR (MAHARASHTRA)

# **BID DOCUMENT**

**PROVIDING CATERING  
SERVICES ON CONTRACT  
BASIS FOR NPTI (W.R)  
HOSTELS.**

OPEN TENDER NO. NPTI/WR/HOSTEL/2011-12/  
DATED:-28/11/2011

**Cost : Rs. 500/- (Non – Refundable)**

Sl.No. :

Issued to :

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**NATIONAL POWER TRAINING INSTITUTE**  
 (Under ministry of Power, Govt. of India)  
 WESTERN REGION, NAGPUR (M.S)

**SECTION - I**

**DOMESTIC COMPETITIVE BIDDING**  
 (Through call of open Tenders)

TENDER NO. NPTI/WR/HOSTEL/2011-12/\_\_\_\_\_

Dated :28/12/2011

Name of Work	Providing Catering Mess services on Contract basis for NPTI Hostels.
Period of Sale of Bidding Document	<b>28/12/2011 to 16/01/2012</b>
Time and Date for Pre-Bid Conference	<b>16/01/2012</b> at 11.30 hours at Conference Hall in Institute Building, NPTI, Nagpur.
Last Date & Time for receipt of Bid	<b>17/01/2012 to 14.30 hrs</b>
Time and Date of Opening of Bid	<b>17/01/2012 at 15.00 hrs</b>
Place of Opening of Bid	Conference Hall in Institute Building, NPTI, Nagpur
Officers from whom the tender documents can be obtained.	J.A.O / NPTI (WR) / Nagpur
Tender documents can be submitted at.	Tender Box Kept in principal director office, NPTI (WR), Nagpur
Tenders addressed to	The Principal Director, NPTI (WR), South Ambazari Road, Goapl Nagar, Nagpur-440 022

**NATIONAL POWER TRAINING INSTITUTE**  
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WESTERN REGION, NAGPUR (M.S)

**SECTION -II**

**INVITATION FOR BID**

TENDER NO. NPTI/WR/HOSTEL /2011-2012/\_\_\_\_\_

Dated :28/12/2011

National Power Training Institute (Western Region), Nagpur, invites sealed bids through open Tenders under the **two-bid system** from reputed contractors for **Providing Catering services on Contract basis for NPTI Hostels**, as specified in the bid document, for a period of **one year** for its old hostel, Executive hostel, and P.G.Hostel situated at N.P.T.I.(WR) complex, Gopal Nagar, Nagpur. The Competent Authority of NPTI (WR) and the Successful bidder, by mutual consent may extend the contract for a further period of 12 months on the same terms and conditions.

The scope of services to be provided is mentioned **at Section-V** of this bid document and pertains to **120 rooms divided in to three blocks, i.e. 'A', 'B', & 'C' in Old Hostel, 31 suites of Executive Hostel and 28 Double Bed Rooms in P.G.Hostel.**

**2.** The bid document can be obtained from the **Junior Accounts Officer**, NPTI (WR) at Institute Building, NPTI, South Ambazari Road, Gopal Nagar, Nagpur-440022, **from 28/12/2011 to 16/01/2012 between 11.00 am to 5.00 pm** on working days on payment of **Rs.500/-** towards the cost of bid document, payable through demand draft drawn in favour of **"NPTI, Nagpur"** or by cash.

**3.** Sealed quotations along with Earnest Money Deposit (EMD) of **Rs. 50000/-** should be submitted to the **Despatcher**, office of the **Deputy Director (Admn.)** or **in the tender box** at Institute Building, NPTI, Nagpur-440022 **latest by 17/01/2012 up to 14.30 hrs.** The tenders will be **opened at 15.00 hrs on the same day** in the Conference Hall, Institute Building, NPTI, Nagpur.

**4.** The complete bidding document is available for viewing at our website: **[www.nptinagpur.com](http://www.nptinagpur.com)** and **[www.npti.in](http://www.npti.in)**

**Principal Director**  
National Power Training Institute (WR), Nagpur

## **SECTION-III** **INSTRUCTIONS TO BIDDERS**

1. This Invitation for Bids is open to reputed agencies who have sufficient experience in successfully executing catering services work orders with **at least one catering/ mess work orders for running of mess issued by any Government / PSU's/govt. Institutions/ other reputed organization, education ,training Institutions having more than hundred persons, for a period of one year from breakfast to dinner, during last three years (2008-2011)**. Copy of certificates, duly self attested , of successful execution of the work orders received from different organizations should be enclosed.

The agency should have an average turnover of at least **Rs. 15 lacs** per year during last three financial years in this line of business.

2. National Power Training Institute, Nagpur, hereinafter will be referred to as the "**Purchaser**" and the successful bidder shall be referred to as the "**Supplier**".

3. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.

4. All intending bidders are strongly advised to attend the pre-bid conference at the appointed date and time.

5. The bidder is required to fill up the Profile of its Organization in the format given as per Annexure – 1 of the Bid Document.

6. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.

7. The bids are to be submitted in two parts in separate sealed envelopes, i.e., **Technical Bid and Financial Bid**.

8. The **Technical Bid** prepared by the bidder shall include the following:

(a) Full particulars of organizations where the contractor has supplied such services in the current and three preceding financial years.(Self-attested copies of the relevant work orders to be enclosed).**The bidders should have experience of catering services with Govt. Departments/PSU/govt. Institutions/ reputed education ,training Institutions. Experience Certificate of at least one order for satisfactory performance of catering services with central / State / Undertaking / Govt.Autonomous offices, Institutions /other reputed organization, education ,training Institutions for Mess Catering services having more**

**than hundred persons, for a period of one year** from breakfast to dinner , during last three years **(2008-2011) should be submitted.**

(b) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous three financial years **(2008-09 to 2010-11).**

(c) A copy of PAN card.

(d) Copy of Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.

(e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.

(f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

(g) Details of support facilities to execute the order.

(h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.

(i) Earnest Money Deposit (EMD) of **Rs.50,000/-** by demand draft drawn in favour of 'NPTI Nagpur'.

(k) **Valid Food License** obtained from Nagpur Municipal Corporation.

(l) The number of cooking staff and server to be employed for catering services both for lunch, diner, breakfast etc, must be mentioned separately in qualifying(Technical) bid as per the following manner

- a) For 50 heads
- b) For 75 heads
- c) For 100 heads
- d) For 125 heads
- e) For 150 heads
- f) For 175 heads

(m) Other information as detailed in technical bid format

9. The **Financial Bid** shall comprise the price component for all the services indicated in the **Section-III** of the bid document. **The price quoted by the bidders should include all applicable taxes, wherever applicable.** The prices once accepted by the Purchaser shall remain valid till the currency of the contract. The Purchaser shall not entertain any increase in the prices during the period.

10. Prices shall be quoted in Indian rupees only.

11. Bids shall remain **valid for 120 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

12. In exceptional circumstances, the Purchaser may solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be required nor permitted to modify the bid.

### **13. Sealing and Marking of Bids:**

(a) The **Technical Bid** along with EMD instrument should be placed in one sealed envelope super-scribed '**Technical Bid**'. The **Financial Bid** should be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes should then be placed in **one single, sealed envelope super-scribed 'Bid for Providing Catering services on Contract basis for NPTI Hostels.'** and should be addressed to **the Principal Director, National Power Training Institute, Nagpur – 440022.** The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.

(b) Both the inner envelopes super-scribed **Technical Bid** and **Financial Bid** should have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.

(c) If the outer and inner envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

(d) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.

(e) All the Bid documents submitted should be serially page numbered and contain the table of contents with page numbers & should be signed on all pages.

### **14. Deadline for Submission of Bids:**

(a) Bids must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. No delay for the reason whatsoever will be accepted.

(b) The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case, all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

(c) Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser in the bid document will be rejected and returned unopened.

### **15. Modifications and Withdrawal of Bids:**

(a) The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

(b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Purchaser should receive it before the deadline for submission of bids.

(c) Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

### **16. Hostel Inmate Strength**

Normally 100 to 400 trainees will be staying in NPTI Hostels, it is expected that the strength may vary from time to time or from season to season. NPTI does not guarantee for minimum students strength in hostel at any time. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/NPTI, Nagpur personnel to avail canteen services.

### **17. Opening and Evaluation of Technical Bids:**

(a) The Tender Committee appointed by the Purchaser will open all Technical Bids in the first instance on the appointed date, time and venue in presence of the bidders or their representatives who choose to be present.

(b) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing.

(c) No bidder shall contact the Purchaser on any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the Purchaser it should be done in writing.



However, all bidders are strongly advised to furnish all material information in the bid itself.

(d) Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.

(e) The results of the evaluation of the Technical Bids along with the date of opening of the Financial Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately.

### **18. Opening and evaluation of Financial Bids:**

- (i) Lowest of **Section IX table (I-f) (II-f) & (III-f) of the financial Bid** of qualified bidder will be the criteria for deciding the bidder. Contract will not be split up.
- (ii) The contractor will have to quote the monthly rate ,full day rate per trainee per day with break up rates for morning coffee/tea, breakfast, lunch, evening tea/ snacks and dinner as per **MENU at Section VI,VII for trainees and staff**. For evaluation monthly rates will be taken for Monthly items & Per person rates will be taken for per person items in sections as indicated at (i). However itemized rate for items in monthly rate will also be applicable.
- (iii) Quoted full day rate and breakup rate should be rounded off to nearest rupee. i.e., paisa 50 or above will be rounded off to the nearest higher rupee and paisa less than 50 shall be ignored.
- (iv) The decision of the Principal Director , NPTI (WR), Nagpur in finalization of the tender will be final and binding.
- (v) Arithmetical errors will be refined on the following basis:- if there is a discrepancy between words and figures, the higher two shall be taken as the bid price. If there is any discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.

### **19. Payment terms:**

The Purchaser shall make the contract payment as per the payment schedule mentioned below:

- (a) Monthly bills submitted in duplicate by the Supplier for the catering services for working lunch, packaged boarding facilities for residential programs, snacks arranged for official functions etc. executed in the preceding month, shall be paid after submission of bills complete in all respects. No advance payments shall be made.

For catering services other than official functions, residential programs ,working lunch the bills will be directly paid by trainees to the contractor as per contract rates.

(b) The bills submitted by the Supplier should include requisite proforma duly filled in, certified by the designated authority, as specified by the Purchaser, stating satisfactory performance of the job, for releasing the payments. The Supplier will maintain Suggestion/Complaint register in the dining hall and record of all suggestions / complaints by the trainees / students and corrective actions shall be made immediately to the satisfaction of trainees/students and entries shall be made in the register, which shall be produced to the Purchaser, whenever asked for.

(c) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment / value of this job order shall be reduced on pro-rata basis by the Purchaser and would be binding on the Supplier.

(d) No escalation of price whatsoever would be allowed during the pendency of the contract.

(e) Any supply of food items without proper authorization by the designated authority of NPTI, will not be paid for. Income Tax, as applicable at the prevailing rates, will be deducted at source.

**20.** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

**21.** The Purchaser will award the contract to the Bidder whose bid has been determined to be the most responsive to the Bidding Document and who has offered the best-evaluated bid, within 30 days of the opening of the Financial Bid.

**22.** The "bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.

**23.** The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

**24.** The Bid document filed by the bidder shall be typed or written in indelible ink.

**25.** In case the Bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid covers separately and prominently (even though the deviations may not be material). It must be ensured that the price related deviations are not indicated in the Technical Bid cover in any manner. The Purchaser reserves the right to reject the bid having deviations from the prescribed terms and conditions.

**26.** It will be the sole responsibility of the bidder alone to execute the entire contract on its award.

**27. Prior to the submission of Bid, the Bidder/authorised representative should personally inspect the Hostels and facilities available at the Purchaser's premises at Nagpur at his own cost and under prior intimation.** This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed therein and expected from the Supplier.

**28.** The contract shall be deemed to have been concluded in Nagpur for purposes and therefore, the Courts of India at Nagpur will have exclusive jurisdiction to determine any unresolved dispute in relation this contract.

**29.** It will be mandatory for all the prospective bidders to bid for all the items specified in Section-IV of the bid document.

**30.** The Purchaser at its discretion may exercise an option to place order on the successful renderer to supply the services in part. The Purchaser shall exercise this option within than 30 days of the opening of the financial bid. The renderer shall, at his option, agree to the above, in writing within 15 days of the written offer by the Purchaser.

**31.** Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.

**32.** Where the bid has been signed by the **Authorized Representative** on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Purchaser may outrightly reject any bid, which has not supported by adequate proof of the signatory's authority).

**Read and accepted.**

Signature and stamp of  
Bidder or Authorized Signatory

## **SECTION-IV**

### **TERMS & CONDITIONS OF CONTRACT**

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.

2. A sum of **Rs. 50,000/-** (Rupees Fifty Thousand only) must be deposited as **Earnest Money Deposit** (EMD) by means of Bank Draft drawn in favour of 'NPTI, Nagpur' & **must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful tenderer fails within the time fixed by the Purchaser to sign the contract on terms contained in the bid document. The earnest money of the successful Bidder will be refunded after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the Earnest money instrument will be returned within 10 days of the completion of the financial evaluation by registered post. No interest will be payable on this deposit.

3. The successful bidder will be required to deposit a **Performance Bank Guarantee** for a value of **Rs. 1,00,000/- (Rupees One Lakh only)** as security for due fulfillment of the contract. The Bank guarantee should be executed in the proforma in Annexure-2. It should be valid till the expiry of **14 months period** after the date of placing the order by the Purchaser. The bank guarantee must be submitted within 10 days from date of issue of supply order. The security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder. This performance bank guarantee will be in addition to the E.M.D mentioned in para 2 above. The performance bank guarantee will be renewed by the Supplier if contract is extended.

3A. Every bidder shall also pay **Rs. 500/-** towards cost of the bid document by way of a demand draft in favor of 'NPTI, Nagpur' or by cash. All those bidders who have downloaded the bid from the website shall ensure that the cost of the bid document is also placed in the cover containing the technical and financial bid. Any bid for which the cost of the bid document has not been paid as mentioned in Section II shall be summarily rejected.

4. The successful bidder will be required to provide to the Purchaser a documentary proof of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract, along with any approval / other order of such Labour Commissioner that the Supplier may be required by any Law or Act in force at the time of the awarding of the contract to the Supplier. In case the Supplier is exempted from obtaining such Registration or approval or other order from the Labour Commissioner, it will be required to produce an Affidavit duly signed by the Principal Officer or the Authorised signatory on behalf of the Supplier that it is so exempted or not required to obtain any such Registration or approval or other order from the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Supplier under this contract.

5. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
6. In the event of bid being accepted, the quotations will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
7. The terms and conditions of contract given in **Section-II** along with the Instructions to Bidders in **Section III** should be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender will be rejected.
8. All above conditions will be enforced, unless written order of Purchaser is obtained relaxing any specific condition in any specific instance.
9. The Purchaser does not bind itself to accept the lowest tender.
10. Any change in the constitution of the concern of the Supplier shall be notified forthwith by the Supplier in writing to the Purchaser and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Supplier in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
11. The Supplier acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the contractor. The Supplier shall not plead ignorance on any matter as an excuse for deficiently in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.
12. In the event of the Supplier failing to fulfill or committing any breach of any of the terms and conditions of this contract; or if the Supplier or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the Supplier or any of his partners or representatives thereof with the Purchaser; or if the Supplier or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the Purchaser in any way relating to such officers or person or persons, office or employment; or if the Supplier or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the Purchaser, that the Supplier has misled it by giving false/incorrect info, then without prejudice to the Purchaser's right and remedies otherwise, Purchaser, shall be entitled to terminate this contract forthwith, encash the bank guarantee and to blacklist the Supplier and purchase or procure or arrange otherwise at the Supplier's risk and at the absolute discretion of the Purchaser, as regards the manner, place and time of such purchases. The cost of such supplies, together with all incidental charges or expenses, shall be recoverable from the Supplier on demand.

13. In any question, difference or objection whatsoever that may arise in any way connected with or arising out of this instrument or the meaning or operation of any part thereof, or the rights, duties or liabilities of either party, then, save in so far as the decision of any such matter as hereinbefore provided for and has been so decided, every such matter including whether its decision has been otherwise provided for and/or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regard the rights and obligations of the parties as the result of such termination, shall be decided by the Purchaser and the decision shall be final and binding on the Supplier.

14. The Supplier will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Purchaser will not be liable for any loss or harm to any person within or outside the NPTI campus from any act of omission or commission of any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract.

15. The Purchaser shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Supplier or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI. The Purchaser shall be indemnified by the Supplier for all such claims.

16. Without prejudice to the preceding term of contract, the Supplier will be liable to reimburse the Purchaser of any cost or legal liability / penalty / fine imposed on the Purchaser by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Supplier or any of the workers / subcontractors / agents / any others deployed by the Supplier in the course of providing any services stated in this contract.

**17. After the award of contract, the Supplier shall be on trial for two months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to the satisfactory performance during the trial period.**

18. The Supplier shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The Purchaser shall not be liable for any contravention/non-compliance on the part of the Supplier. Any contravention/non-compliance on the part of the Supplier would be construed as a sufficient ground for termination of the contract at the discretion of the Purchaser. Notwithstanding this, in the event of the Purchaser visited with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Supplier to any statutory laws/rules/regulations etc., the Purchaser reserves the right to recover such fine/penalty etc., from the Supplier by way of recovery from the bills raised by the Supplier or by any other means.

19. The Supplier will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc. or unnecessarily loitering in the premises without work. If any person deployed by the Supplier is found to be indulging in these activities, a penalty of **Rs. 100/- per person per incident will be leviable** by the Purchaser, which will be intimated by the Purchaser to the Supplier within 3 days of the incident and deducted from the monthly payment of the Supplier.

The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with NPTI, Nagpur. NPTI, Nagpur shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NPTI, Nagpur for employment or regularization of their services by virtue of being employed by the Canteen Contractor, against any temporary or permanent posts in NPTI, Nagpur

20. The Supplier promptly replace any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within the NPTI Campus or unfit for being deployed for these services by the Purchaser. In case the Supplier fails to remove or replace such person beyond three days after the request of the Purchaser to replace him, a penalty of **Rs. 100/- per day per such person** will be leviable by the Purchaser, which will be intimated by the Purchaser to the Supplier within 3 days of the incident, and deducted from the monthly payment of the Supplier.

21 The Purchaser may discontinue the contract at any point of time, by giving a notice at least **30 days** before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Supplier or any other person.

23. The Supplier may discontinue the contract at any point of time, by giving a notice at least **60 days** before the intended date for discontinuation. But will forfeit its performance guarantee submitted by it in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The Purchaser will have the right to claim damages, and recover them from the payments due to the Supplier or by any other means, in addition of forfeiting the performance guarantee of the Supplier.

24. On the expiry of the contract, the supplier shall handover all the articles/equipments in good condition, which were entrusted to it. The Performance Bank Guarantee will be

released by the Purchaser on the expiry of the contract only if the Purchaser is fully satisfied that all the articles/equipments have been handed over to the Purchaser and the equipment and property under the custody of the supplier have not been damaged. In case of any damage to the articles, equipment or property under the custody of the supplier, an amount equivalent to the damages will be intimated by the Purchaser and will have to be paid by the Supplier before the Performance Bank Guarantee is released. In case of delay of more than 15 days in payments, the Purchaser may, at its discretion, recover the same amount out the Performance Bank Guarantee furnished by the Supplier.

25. Earnest money shall stand forfeited on the following grounds:

- i) On revocation of the tender or increase in rates after opening of tender but before the validity of the tender.
- ii) On refusal to enter into contract after the award.
- iii) If the work is not commenced within 10 Days after the work is awarded.

26) National Power Training Institute shall provide necessary accommodation for the canteen services alongwith furniture items which shall be subject to replacement etc from time to time at its sole discretion.

27) The contractor shall be responsible for proper maintenance of the building ,furniture ,fittings and all other equipments covered under the contract. He shall be required to replace of his cost the items in the every of breakage , misplacement, theft, loss etc. However, routine repair and maintenance of building will be carried out by the NPTI whenever felt necessary at its sole discretion. **Contractor will be solely responsible to keep kitchen & dining area clean & hygienic at his own cost.**

28) The NPTI shall provide cooking and serving utensils, crockery, gas connections, and refrigerators etc available with NPTI. However the contractor has to arrange extra items as required from time to time at his own cost. Fuel/gas will be arranged by the contractor, crockery breakage will be replaced with same quality and in case of non functioning of any equipment alternative arrangement to be made by the contractor at his on cost the risk. It is the sole responsibility of the contractor to verify the equipment available with NPTI before submitting bid.

The contractor shall follow all rules for using LPG as lead down by IOC/BP/HP from time to time. All maintenance /leakage's , including Gas manifold provided in the Hostel Mess, if any ,may be intimated to Gas Agency and got repaired by the contractor at their cost.

**FIRST AID BOX MUST BE KEPT IN THE KITCHEN HALL TO MEET EMERGENT CONDITINS.**

29) The labourers employed in the Canteen shall have to be paid as per minimum wages prescribed by Maharashtra Government /Local Administration .All Labourers employed on works should be insured under the workman's Compensation Act. No labourer below the age of 18 years will be employed by contractor. Employment Cards must be issued



to the employees and their wages must be paid to them on acquittance roll by 7<sup>th</sup> day of every month.

30) The contractor shall have to obtain ESI & EPF number from central provident fund commissioner and related office for the labour engaged by him as required under the law.

31) The police verification of all the employees must invariably be got done before employment. The contractor will be solely responsible for the employees contribution towards provident fund and state insurance coverage of the employees.

32) The contractor should have adequate experience of running canteen in Govt. establishment/Govt. institute / PSU /of repute. The contractor should have successfully carried out at least one such contract for catering to 100 persons and above from breakfast to dinner for one year. The supplier shall have to furnish a list of organization, where he has undertaken such contract previously. The contractor shall have to be able to provide all types of vegetarian and non-vegetarian food and snacks including tea, coffee and cold drinks(as per the list of food items) during the prescribed hours or as per timing decided by the department from time to time.

## **SECURITY RULES**

The contractor and their employees will invariably carry photo pass/Identity cards all the time on duty issued by the contractor and countersigned by specified authorities of the NPTI. The contractor and their employees will have to follow the security rules as may be imposed from time to time.

## **ARBITRATION**

In case of any dispute arising out of the contract and during the course of the contract, the matter will be referred to the sole arbitrator Principal Director NPTI Nagpur or any officer nominated by him and his decision will be final and binding on both the parties.

Notwithstanding whatsoever state above and in case of any controversy regarding the scope of work or any other items and conditions of tender, the decision of the Director (Maintenance), NPTI shall be final and binding in this regards.

**The number of cooking staff and server to be employed for catering services both for lunch, diner, breakfast etc, must be mentioned separately in qualifying(Technical) bid as per the following manner**

- g) For 50 heads**
- h) For 75 heads**
- i) For 100 heads**
- j) For 125 heads**
- k) For 150 heads**
- l) For 175 heads**

## UNDERTAKING

I/We have read and understood all the terms and conditions in all sections of the bid document. I/we hereby quote for "**Providing Catering services on Contract basis for NPTI Hostels**" specified in the bid document as set forth in the terms and conditions of the contract which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit for a sum of **Rs. 50,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the proforma given in this bid document within 21 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited by the Purchaser.

In connection with the tender for the above work, it is to certify that:

- 1) I/We are a registered firm under Bombay Shop and Establishment act and it is certified that the said registration is valid as on date .....
- 2) I/We are a registered firm under Indian Partnership act and it is certified that the said registration is valid as on date .....
- 3) I/We are a registered firm with ..... and it is certified that the said registration is valid as on date .....
- 4) It is to certify that the Food License issued by the local authorities and attached in the tender is valid as on date.
- 5) It is to certify that the Food License issued by the local authorities and attached in the tender is to be renewed and we hereby undertake that we will submit the valid food license within a period of ..... days, in case of our tender is accepted by NPTI.
- 6) It is certified/confirmed that this/these registrations is/are valid as on date and we shall inform the department ourselves as soon as our registration expires or is cancelled/revoked.

**Note: Strike out in-applicable portion**

Read and accepted.

Signature and stamp of the Bidder  
or Authorised signature

Date:  
Place:

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

1. (In the case of a firm)

**Signed By The Above Named Firm Of \_\_\_\_\_  
Through \_\_\_\_\_ partner of the firm.**

Signature  
( Name & Address )

2. (In the case of a company)

**The seal of the \_\_\_\_\_ Company, Limited, was affixed  
by the virtue of the resolution of the Board  
No. \_\_\_\_\_ Dated \_\_\_\_\_ the \_\_\_\_\_ Day  
of \_\_\_\_\_ 200\_\_\_\_.**

Secretary's Signature \_\_\_\_\_  
(i) Date \_\_\_\_\_

(in either case) in the presence of

1. Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

2. Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

Signed by: \_\_\_\_\_

Signature by: \_\_\_\_\_

On behalf of Principal Director, NPTI, Nagpur.

**( The Purchaser )**

## **SECTION- V**

### **SCOPE OF WORK**

#### **Specification of services to be rendered**

The scope of services to be provided pertain to **120 rooms divided in to three blocks, i.e. 'A', 'B', & 'C' in Old Hostel, 31 suites of Executive Hostel and 28 double bedrooms in P.G.Hostel.**

The services required to be carried out by the Supplier are given below. These are only indicative and not exhaustive. The services expected from the agency should be of the highest standards and are indicated in the following paragraphs. The Supplier shall have suitable staff deployed for this purpose, his own system of supervision and management, and shall have to furnish the details of the same to the purchaser to the commencement of the services.

1. The Supplier has to provide **HYGIENIC** and quality **FOOD** and other items as per the approved **MENU** and **RATES** as agreed upon. **The food materials used for cooking must be of best quality as approved by relevant authorities viz. FPO / AGMARG / ISO etc. and good quality vegetables, which is subject to the verification of NPTI authorities.**
2. The Purchaser will provide the available items for kitchen including LPG manifold cooking gas connection and dining hall to the contractor for smooth running of the catering service in NPTI hostels and Office. Damage or loss to any of the listed items shall be replaced/ repaired by the contractor. Any dispute related to damage/repair or any other problem, The Principal Director, NPTI will be the supreme authority and his decision will be final.
3. Contractor will have to arrange enough utensils and crokery of good quality for cooking and for serving to trainees. The contractor has to satisfy the availability of minimum five to ten numbers of commercial cylinders before commencing work.
4. The electricity and water will be provided by NPTI for the catering services at free of cost.
5. The contractor shall arrange for replacement of all electrical bulbs required for use on the electrical installation provided in the kitchen and store room and to keep the electric installation in a clean condition by properly dusting/ wet mopping the fans and fittings etc.
6. The electricity should not be used for cooking purpose under any circumstance. Electricity shall be conserved, by using minimum lights and fans and other electric appliances.

7. The license fee as decided by the authority @ **Rs. 3,000/- p.m.** for premises allotted to the contractor is to be paid by the contractor by 10<sup>th</sup> of each month. Penalty @ **Rs. 50/-** per day maximum **Rs. 500/-** will be charged in case of delay in payment for each month.

8. The Supplier should not make any alteration or addition to the premises allotted to them without the written permission of the authority. Any alteration/ addition made by the contractor without permission shall become the property of NPTI, and the contractor shall not be entitled to any compensation or claim while termination/ expiry of the contract. Any alteration/ addition made by the supplier without permission, shall be removed at the risk and cost of the supplier.

9. The Supplier shall not be allowed to sublet or sub-contract the premises/ contract to any other agencies under any circumstances.

10. The Supplier shall hand over the premises to NPTI in the same condition in which they were at the commencement of the contract. However, fair wear and tear are accepted.

11. The contractor will have to arrange serving of food at Executive Hostel dining hall/ students Hostel dining hall/PG Hostel dining hall as per the instruction of NPTI authority.

12. The contractor shall be personally responsible for satisfactory execution of the contract. He shall make himself available on the site as frequently as actually needed by the work requirement. He shall also make himself make available whenever called by NPTI authority for taking corrective measures for better performance. The contractor shall post an experienced and qualified supervisor on regular basis, who shall interact with the NPTI authority for day-to-day requirements.

13. In Sundays or any other days, when the trainees arrive before commencement of the session at Hostels, or for those trainees who stay overnight on the last day of his/her session, it will be the responsibility of the contractor to provide them food. For such extra meal and breakfast, the trainee may be charged as per the **break up charges quoted and approved.**

14. The contractor should supply fruits/ milk, bread, khichdi, gruel/curd etc. in lieu of meals to the sick trainees. Hot water for drinking purpose shall be supplied to the trainees who demand for it without extra charges. He should provide appropriate food like faraly chiwada/ sev, faraly jalabi/ fruits during religious fasting days in lieu of meals. The contractor will charge seperately for such fast materials and the rate decided by the mess committee.

15. The contractor in consultation with the mess committee will prepare breakfast, lunch and dinner dishes as per menu prescribed in the bid document. The weekly dishes (Menu) should be displayed on the notice board. He should provide variety in taste by changing the vegetables, spices etc.

16. In case a trainee is absent for less than one day no refund of mess charges is allowed. But if period of absence is three day or more continuously, with prior intimation

of 24 hours, 70% rebate of the schedule daily rate, per head per day of absence rounded off to the nearest rupee, is refundable to the trainee by the contractor on permission letter to remain absent, issued by the Program Director, NPTI. After availing rebate, if the trainee returns early and desires to avail food then he/she may do so by paying breakup charges for that part of food facility. This authorized absence will also be entered by the trainees in the register maintained by the contractor, kept open at the counter.

17. When the trainees students goes on field visit (study tour) as approved by the Program Director, NPTI, Nagpur the contractor has to supply Food Packets to individual trainee going on visit. The contractor has to arrange cooked food of twelve puris with sabji (suka 250gms), veg-pulao (100gms) per trainee. The contractor has to ensure proper food for the officials accompanying the trainees during such occasions. During night, when they arrive late, the contractor must make arrangements for serving them dinner, by employing enough workforces at his cost.

18. There will be strict check on quality of food. The prohibited items like baking soda, chemical colors, adulterated oils should not be used for preparation of food/sweets. The food supplied should be qualitatively good & tasty as per menu prescribed in the bid document.

19. Display board should be used in the mess hall showing: (1) oil used, (ii) atta used, (iii) rice used. The Supplier shall prominently display the menu and rates in the canteen.

20. The supplier shall charge the rate of eatable, hot and cold drinks as approved by NPTI (as per contract) and to be collected directly from the trainees/staff of NPTI. However, payment of official Lunch/snacks, packaged boarding charges for residential programs will be paid by NPTI as and when it is intimated officially.

21. Before awarding the contract to the successful bidder, the contractor should arrange food (prepared in NPTI hostel mess) free of cost for three officers nominated by Head of the Institute, NPTI, Nagpur for checking the quality. **In case quality/quantity of served food is not satisfactory, one additional chance will be given to prepare the food as per menu and its specification and even then the food is not found satisfactory, the case will be referred to Head of the Institute, NPTI, Nagpur and the work will not be awarded, even if his/her bid is the lowest.**

22. During Workshop/ Seminar/ conference etc., the contractor will have to provide tea/coffee snacks etc., as per the requirement. The menu & the rate can be fixed in consultation with NPTI authority. When situation demands, working lunch is to be arranged in the mess with rate and menu decided by NPTI authority and the contractor. The contractor must himself ensure that the officers will be served satisfactorily. In case of any complaint, rate will be reduced to half the rate in addition to penalty.

23. During general fast day namely Aashadi Ekadashi, Kartik Ekadashi & Mahashivratri, etc. fast related items including fruits should be served as per the requirements of the trainees. A register to know their choice well in advance should be kept in the mess hall and approval taken.

24. Persons other than trainees and occupants of NPTI Hostels/Guest house and staff of NPTI, will not be permitted to avail mess facility unless permitted by NPTI authority. Preparation of food utilizing NPTI infrastructures for outside party are strictly prohibited. Guest charges will be as mentioned in the breakup charges.

#### **25. HYGENIC CONDITIONS:**

- a. Crockery & serving bowls must be properly cleaned.
- b. Kitchen and Mess hall should be thoroughly cleaned daily.
- c. Drums meant to store atta & food grains should be properly covered.
- d. Fresh vegetables must be used. Waste vegetables must be disposed off immediately.
- e. Proper cleanliness inside as well as outside of the Mess premises should be maintained.

#### **26. GENERAL CONDITIONS FOR PREPARATION OF FOOD AND ITS SERVING**

- a. Rice should be cooked properly.
- b. Chapatti should be baked properly & it should be soft.
- c. For preparation of SABJI each day, the vegetables must be changed.
- d. Potatoes mixed with any vegetable should not exceed 20%.
- e. HMT RICE/ SONA brand at least one year old should only be used.
- f. Readymade atta should not be used. Branded atta only should be used.
- g. Different salad items to be served each time. At least three items of salad are to be provided during LUNCH & DINNER as per Menu.
- h. OIL must never be reused for making puri, vegetable, etc.
- i. Sweet served should be prepared of pure ghee. It should be fresh & tasty. In case it is to be procured from outside it must be from Haldiram Bhujiawala.
- j. Fruits served for LUNCH should be fresh & of good quality.
- k. Milk served at breakfast & for tea/ coffee etc., must be packets of 'Haldiram'/ 'Dinshaw' brand cow milk.
- l. On every Sunday, during LUNCH time VEGETABLE PULAO should be prepared using BASMATI RICE (White) ONLY.
- m. If the MENU CARD is not adhered to strictly, penalty is liable to be levied by The Head of the Institute, Nagpur. Mess Committee will decide changes in MENU if any. Weekly menu should be displayed on the board.
- n. For trainees suffering from diabetes, heart ailments, or sick patients, separate tea/ coffee or food items should be arranged by the contractor, on written request duly approved by Program Director.
- o. On advance request Bislery water/ cold drinks/ ice-cream should be served on extra payment.
- p. **Mess employees should be with proper uniform** having name of the firm mentioned on the front pocket of the shirt.

**27. PENALTY CLAUSE:**

- I. If the quality of food items is not provided as per the menu prescribed in the bid document a penalty of **Rs. 15/- per item per trainee** will be imposed for the first time. On second instance, if the same deficiency is repeated then a penalty of **Rs. 30/-** per item per trainee will be imposed as decided by the mess committee.
- II. Finally if the same lapse is persistent even after giving two chances & penalties imposed, the case will be referred to the competent authority for imposing the fine, which may range from **Rs. 500/- to Rs. 1,000/-** on each occasion.
- III. The amount of penalty so imposed by the mess committee should be deposited with J.A.O./ Accounts section, NPTI, Nagpur within six days of imposing the penalty as approved by Head of Institute, NPTI, Nagpur.
- IV. The decision of the Head of the institute, NPTI, Nagpur in case of imposing of penalty will be final and binding.
- V. In case of gross misconduct, misbehavior or major deviation from the terms & conditions prescribed in the tender by the contractor, then the competent authority may terminate the contract with the forfeiture of S.D.
- VI. If the leftover food and other disposable items are not disposed outside the NPTI campus as assigned within the same day then a penalty of **Rs. 700/-** may be imposed per occasion.
- VII. If hygienic condition is not observed in the cleaning of utensils and other serving bowls then a penalty of **Rs. 500/- per occasion** may be imposed.
- VIII. In the event of failure to deposit the monthly rent/ penalty amount or any other dues within thirty-days from the date of issue of order the contract is liable for termination with forfeiture of security deposit. The Head of Institute, NPTI, Nagpur, will take the decision in such case.

28. Accommodation for staff working with the Supplier may be provided inside the campus (TYPE-I quarter) as on payment basis as per the prevailing market rent.

29. Employment of child labour is strictly prohibited. No women employee should be employed in the late night hours.

30. The supplier shall provide full details of the employees (including residential address) working in the mess.

31. The supplier should submit a copy of the valid food license to run the mess obtained from Municipal Corporation, Nagpur.



## **SECTION-VI**

### **MENU(A)**

(To be served for Trainees/ Students staying in hostels on Monthly Rate Basis. **This is economy menu with good quality food for trainees .)**

#### **1. MORNING BED TEA/COFFEE (06:30 TO 07:00 A.M)**

Morning tea/ coffee of a minimum 100ml should be served to trainees/students in the canteen and guests in their room in all hostels at 06:30 a.m. with proper flask and cups. Water & milk should be in the ratio of 1:1. Tea/Coffee should be prepared from reputed brand.

#### **2. BREAKFAST (WITH TEA/COFFEE)**

Tea/ coffee of a minimum 100ml, water & milk should be in the ratio of 1:1. Tea/ Coffee should be prepared from reputed brand.

#### **Essential Part (must be served every day):-**

**(A)** Bread Haldiram (Four Pieces Normal Size) with butter Amul or Britannia and Mixed Fruit Jam (Kissan Make) or Haldiram (Four Pieces Normal Size) with Egg Omlette.

**OR**

**(B) Items from any one of the following:-**  
**(Items mentioned below are limited to 200 gms excluding chutney and sambar etc.)**

1. Masala Dosa (Each with Chutney & Sambar)
2. Alu Paratha (With Sauce/ Chatni/ Achar/ Curd).
3. Alu-Poha with Usal (Kabuli-Channa or Gram).
4. Idli with Sambar & Chutney.
5. Sambar wada with Chutney.
6. Puri with Bhaji.
7. Sheera with Channa.
8. Choley Bhatore.
9. Pav Bhaji.
10. Uttapam with Sambar Chutney.
11. Wada Pav.
12. Parotha (Plain/ Masala with Chatani & Bhaji/curd).

#### **3. LUNCH**

**(A) Phulka/Roti:-** (Branded Atta is to be used), Puri on every Sunday During Lunch.

(B) **Plain Rice:-** (HMT Sona/ Kala Ghoda or Gold Coin at Least One Year Old). Vegetable Pulao of Basmati Rice on Every Sunday during Lunch.

(C) **Dal:-** (Tur Dal/ Mung Dal/ Masur Dal) or Mix Dal and Sambar to be prepared thick.

(D) **Sukhi Green Sabji:-** (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single or with Alu, (5) Cabbages, (6) Simla Mirch Single or with Alu, (7) Zunka Besan, (8) Beans, (9) karela, (10) baigan Bharta, (11) Guard, (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Raddish, (17) Parbals, (18) Tinde Or any other Seasonal Vegetables.

(E) **Curry Sabji:-** (1) Dum Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/ Bharva/ Tinde, (6) Alu Baigan, (7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi with Alu, (10) Mixed Usal, (11) Palak or Methi Paneer, (12) Kabuli or Kala Channa with Alu, (13) Methi Besan, Chubak (Besan Wadi), (14) Malai Kofta, etc., (15) Soyabeans, (16) Dry Peas, (17) Rajma or Seasonal Sabji can be used **every day unique**.

(F) **Pickel (Limited):-** Diff. Varities should be used (**Suruchi/ Bedekar**).

(G) **Salad (Limited):-** Minimum three items (In addition to lemon and onion) should be used (Cucumbar, Beet, Radish, Carrot).

**Note:- Lunch Minimum Menu**

- (1) Rice & Roti,**
- (2) Two Vegetables,**
- (3) Salad,**
- (4) Dal/ Channa/ Rajma,**
- (5) Pickles,**
- (6) Mouth Freshner. Everything is unlimited except Salad/ Pickles**

Once in a week during lunch/ dinner, in place of Curry Sabji following is to be served to the trainees:

- (1) Paneer Butter Masala with min. 150 gms. Paneer is to be served.
- (2) Fish/ Chicken/ Mutton curry/ Masala min 150 gms.

**Note: Food Must be "Tasty" with less masala , salt & oil.**

**4. D I N N E R**

(I) All items will remain similar to Lunch except change in vegetable (Sabji) vegetable used for lunch should not be repeated.

**(II) Dinner Minimum Menu**

- (1) Rice & Roti,
- (2) Two Vegetables,

- (3) Salad,
- (4) Dal/ Channa/ Rajma,
- (5) Pickles,
- (6) Mouth Freshner.

**5. EXTRA ITEM:-** ON REQUEST PURE HOT/ COLD MILK IS TO BE PROVIDED TO THE TRAINEES AT A FIXED RATE (AS DECIDED BY MESS COMMITTEE). ANY TRAINEE CAN TAKE COLD DRINK/ ICE CREAM ON PAYMENT BASIS.

**NOTE: UNDER UNAVOIDABLE CIRCUMSTANCES ANY CHANGE IN THE MENU CAN BE EFFECTED IN CONSULTATION WITH MESS COMMITTEE.**

## **SECTION-VI**

### **MENU(B)**

(To be served to the Trainees/Students covered under packaged boarding facilities for residential courses **This is executive meal menu with good quality food for company sponsored trainees .)**

#### **1. MORNING BED TEA/ COFFEE (06:30 TO 07:00 A.M)**

Morning tea/ coffee of a minimum 100ml should be served to trainees/ students in the canteen and guests **in their room** in all hostels at 06:30 a.m. with proper flask and cups. Water & milk should be in the ratio of 1:1. Coffee should be prepared from "Nescafe".

#### **2. BREAKFAST (WITH TEA/COFFEE)**

Tea/ coffee of a minimum 100ml, water & milk should be in the ratio of 1:1. Milk here means pure cow milk of Haldiram or Dinshaw's without water. Coffee should be prepared from "Nescafe".

#### **Essential Part (must be served every day):-**

- (A)**
- 1) Bread Haldiram (Four Pieces Normal Size)  
WITH
  - 1. Butter Amul or Britannia (Minimum 20 Gms)
  - 2. Mixed Fruit Jam (Kissan Make)
  - 3. Omlette (2 Chicken's egg )

#### **(B) Items from any one of the following:-**

**(Items mentioned below are limited to 200 gms excluding chutney and sambar etc.)**

- 1. Masala Dosa ( with Chutney & Sambar).
- 2. Alu Paratha (With sauce/ Chatni/ Achar/ Curd).

3. Alu-Poha with Usad (Kabuli-Channa or Gram).
4. Idli with Sambar & Chutney.
5. Sambar wada with Chutney.
6. Puri with Bhaji.
7. Sheera with Channa.
8. Cholay Bhatore.
9. Pav Bhaji.
10. Uttapam with Sambar Chutney.
11. Wada Pav.
12. Parotha (Plain/ Masala with Chatani & Bhaji).

### **3. L U N C H**

(A) **Phulka/ Roti:-** (Branded Atta is to be used), **Puri on every Sunday During Lunch.**

(B) **Plain Rice:-** (HMT Sona/ Kala Ghoda Coin at Least One Year Old). Vegetable Pulao of Basmati Rice on **Every Sunday During Lunch.**

(C) **Dal:-** (Tur Dal/ Mung Dal/ Masur Dal) or Mix Dal and Sambar to be prepared thick.

(D) **Sukhi Green Sabji:-** (1) Bhindi, (2) Cauli-Flower, (3) Gawar, (4) Chowalia Single or with Alu, (5) Cabbages, (6) Simla Mirch Single or with Alu, (7) Zunka Besan, (8) Beans, (9) karela, (10) baigan Bharta, (11) Guard, (12) Pumpkin, (13) Sem, (14) Carrots, (15) Beats, (16) Reddish, (17) Parbals, (18) Tinde Or any other Seasonal Vegetables.

(E) **Curry Sabji:-** (1) Dum Alu, (2) Alu Matar, (3) Veg. Kofta, (4) Phul Gobi, (5) Masala Baigan/ Bharva/ Tinde, (6) Alu Baigan, (7) Lauki, (8) Kumda (Lal Dudhi), (9) Patta Gobi with Alu, (10) Mixed Usal, (11) Palak or Methi Paneer, (12) Kabuli or Kala Channa with Alu, (13) Methi Besan, Chubak (Besan Wadi), (14) Malai Kofta, etc., (15) Soyabeans, (16) Dry Peas, (17) Rajma or Seasonal Sabji can be used **every day unique.**

(F) **Curd (Limited):- 100ml** (Daily prepared from milk)-**No Tin Curd should be used. Dahi Curry** (Kadi) or Yoghurt can be served instead of Curd once a week.

(G) **Pickel (Limited):-** Diff. Varieties should be used (**Suruchi/ Bedekar**).

(H) **Salad (Limited):-** Minimum three items (In addition to lemon and onion) should be used (Cucumbar, Beet, Reddish, Carrot).

(I) **Papad (Limited):- Lijjat/Bikneri** (Mung Or Mixed with Urad). Roasted Or Fried.

(J) **Fruit (Limited):-** Banana, Apple, Water Melon, Mango, Papita, Grapes, Orange, Chikku, or any Seasonal Fruit with variation (One piece) Medium size 80 To 100 gms Or Sweets/ Ice cream.

**Note:- Lunch Minimum Menu**

- (1) Rice & Roti,
- (2) Two Vegetables,
- (3) Salad,
- (4) Papad,
- (5) Dal/ Channa/ Rajma,
- (6) Pickles,
- (7) Curd/ Raita,
- (8) Sweet Dish/ Fruits
- (9) Mouth Freshener. Everything is unlimited except Salad/ Pickles/ Papad and Curd.

Every **Sunday** instead of Fruit, either of the following may be served:

1. Dinshaw/ Amul Ice-Cream 50 gms Cup Butterscotch or Anjeer Badam to be served.
2. Fruit Salad Mixed with at least four different variety of fruits (100 Gms) or Mango Juice (100 ml) Seasonal.

Twice in a week during lunch/ dinner, in place of Curry Sabji following is to be served to the trainees:

- (a) Paneer Butter Masala with min. 150 gms. Paneer is to be served.
- (b) Fish/ Chicken/ Mutton curry/ Masala min 150 gms.

**Note: Food Must be "Tasty" with less masala, salt & oil.**

**4. D I N N E R**

(I) All items will remain similar to Lunch except change in vegetable (Sabji) vegetable used for lunch should not be repeated.

(II) On Wednesday in place of Curry Sabji following is to be served to the trainees:

- (a) Mutter Paneer Masala with min. 100gms. Paneer is to be served.
- (b) Egg Curry or Masala (min 2 eggs).

**(III) Dinner Minimum Menu**

1. Rice & Roti,
2. Two Vegetables,
3. Salad,
4. Papad,
5. Dal/ Channa/ Rajma,
6. Pickles,
7. Curd/ Raita,
8. Sweet Dish
9. Mouth Freshner.

**5. EXTRA ITEM:-** ON REQUEST PURE HOT/COLD MILK IS TO BE PROVIDED TO THE TRAINEES AT A FIXED RATE (AS DECIDED BY MESS COMMITTEE). ANY TRAINEE CAN TAKE COLD DRINK/ ICE CREAM ON PAYMENT BASIS.

## **SECTION-VII**

### **MENU**

**(For official functions /Guests & should be of very high quality service)**

a)**Lunch/Dinner**-Veg. /Non Veg.(As per the Lunch/Dinner menu (B) under section VI)

With

Paneer in Veg. & Fish/chicken/mutton in Non Veg. & Soup (Veg. /Non Veg. ) with starters , sweet & fruits

b)**High tea I**– tea/coffee with pastries, branded sweets-1pc(haldiram), roasted cashew, veg. puff-1pc, wafers etc.

c)**High Tea II**-Tea/coffee, Branded sweet – 1 pc(Haldiram), wafers & snacks (Samosa/Kachori/Sambar vada/ Cutlet etc.) – 1 pc

d) **High tea III** -Ice cream / bottled cool drinks with wafers & snacks (Samosa/Kachori/Sambar vada/ Cutlet etc.) – 1 pc

e)**TEA BISCUITS**-To be served during lecture break in classes-Tea 100ml with biscuits (Sweet & salted) of reputed make

**SECTION-VIII**  
**TENDER FORM**  
**(Technical Bid)**

(On the letter head of the concern submitting the bid )

To

**The Principal Director,  
National Power Training Institute,  
Gopal Nagar,  
Nagpur 440022**

**Ref.: Tender No.**

**Dated**

**Sir,**

1. I/We hereby undertake to provide the catering services as specified in the Bid/ tender document and agree to hold this offer open for a period of 120 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

2. I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and am/are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.

3. A crossed Bank Draft in favour of the N.P.T.I, Nagpur for **Rs. 50,000/-** (Rupees Fifty Thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on \_\_\_\_\_ Bank payable at Nagpur.

4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/ constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/ deletions should invariable be duly attested by the person authorized to sign the bid document).

5. Certified that the bidder has the experience of more than \_\_\_\_\_ years in providing housekeeping and related services. Certified copies of work-order pertaining to the **last three years** are enclosed with this bid.

6. Certified that the bidder has a turn-over of over **Rs. 15 Lacs** in this line of business in each of the last two years. Certified copies of the annual statements of accounts including the Profit & Loss Account and the Balance-sheet are enclosed with this bid.

7. A detailed profile of the organisation as filled in as prescribed in the Annexure -1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

(a) Full particulars of organisations where we have supplied such services in the three preceding financial years. (Self-attested copies of the relevant work orders to be enclosed). Experience Certificate for at least one order for satisfactory performance of catering services for minimum one(1) year in Central/ State/ Undertaking/ Govt. Autonomous offices/govt. institutions Mess/ Canteen is enclosed.

(b) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous three financial years **(2008-9 to 2010-11)**

(c) A copy of PAN card.

(d) Copy of Sales Tax Registration Certificate/ Service Tax Registration Certificate, if any.

(e) Information regarding any litigation, current or during the last five years in which the bidder was/ is involved, the opposite party(s) and the disputed amount.

(f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).

(g) Details of support facilities to execute the order.

(h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.



(i) Earnest Money Deposit (EMD) of **Rs.50,000/-** by demand draft drawn in favour of 'NPTI Nagpur'.

(j) Valid Food Licence obtained from Nagpur Municipal Corporation.

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order between us.

Yours faithfully,

(Signature of bidder)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2011

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company Seal

**PREQUALIFICATION BID**

<b>Sl. No.</b>	<b>Pre Qualification Criteria</b>	<b>Detail to be filled up by the bidder</b>
<b>A</b>	<b>General particulars of the agency</b>	
	1. (a) Name of the Agency	
	(b) Type – Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department)	
	(c) Regd. Address	
	(d) Address of Office at Nagpur	
	(e) Contact Person's i) Name & Design. ii) Tel. No. Landline / Mobile iii) Email ID	
	2. PAN/GIR No. (Please enclose photocopy)	
	3. Tin No. (Please enclose photocopy)	
	4. Service Tax Regn. No. (Please enclose photocopy)	
	5. EPF Registration No. (Please enclose photocopy)	
	6. ESI Registration No. (Please enclose photocopy)	
<b>B</b>	Average Annual Turnover for the last 3 years : (Should be more than Rs 15.00 lakh)  i) 2010-2011 ii) 2009-2010 iii) 2008-2009  (Please enclosed copies of audited balance sheet and P&L A/C / ITCC )	
<b>C.</b>	Experience of similar work in the field during the last 3 year in PSU/Govt.Deptt./govt.Institutions/other reputed organization, education, training institutions (Should have provided have successfully executed at least one catering/ mess work orders for running of mess issued by any Government / PSU's/govt. Institutions/other reputed organization, education, training institutions having <b>more than hundred persons, for a period of one year</b> from breakfast to dinner, during last three years <b>(2008-2011)</b> ).	

D.	Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.					
E.	Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).					
F.	<b>Details of Valid Food License</b> obtained from Nagpur Municipal Corporation.(copies of relevant documents to be enclosed).					
G.	Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved					
H.	Earnest Money Details : Amount Rs. / DD No. / Date / Bank					
I.	Cost of Tender documents ( as applicable ) (Please refer note mentioned in NIT, Section-1)					
<b>J.</b>	<b>Experience of similar nature work in the field during last three years</b>					
<b>Sl. No.</b>	<b>Name of work</b>	<b>Name of the client</b>	<b>Cost Rs. In lakhs</b>	<b>Date of commencement</b>	<b>Date of completion</b>	<b>Remarks</b>

Completion certificate of the above works are enclosed

**Signatures of authorized signatory**

Name \_\_\_\_\_

Designation \_\_\_\_\_

## SECTION-IX TENDER FORM (Financial Bid)

(On the letter head of the concern submitting the bid document)

To

**The Principal Director,  
National Power Training Institute,  
Gopal Nagar,  
Nagpur 440022**

**Ref.: Tender No.**

**Dated**

**Sir,**

1. Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for supply of services as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

2. The Price quoted by us for the services detailed in **Section V** of the bid document is as below:

<b>I.</b>	<b>Charges for Trainees/Students staying in hostels on Monthly Rate Basis (As per MENU (A) under Section VI)</b>	
a)	Morning Coffee/tea	@Rs. (In fig.) _____ Rs. (In words) _____
b)	Breakfast with tea/coffee ( As per menu under Section VI)	@Rs. (In fig.) _____ Rs. (In words) _____
c)	Lunch ( As per menu under Section VI)	@Rs. (In fig.) _____ Rs. (In words) _____
d)	Dinner ( As per menu under Section VI)	@Rs. (In fig.) _____ Rs. (In words) _____
e)	Full day Rate Per Trainee Per Day	@Rs. (In fig.) _____ Rs. (In words) _____
f)	<b>Total Rate Per Trainee Per Month</b>	@Rs. (In fig.) _____ Rs. (In words) _____

<b>II. Charges for Packaged boarding facilities for residential courses (As per MENU (B) under Section VI)</b>		
a)	Morning Tea/ coffee	@Rs. (In fig.) _____ Rs. (In words) _____
b)	Breakfast including Tea/ Coffee ( As per the menu under section VII)	@Rs. (In fig.) _____ Rs. (In words) _____
c)	Lunch: (As per the menu under section VII)	@Rs. (In fig.) _____ Rs. (In words) _____
d)	Dinner : (As per menu under section VII)	@Rs. (In fig.) _____ Rs. (In words) _____
e)	Full day rate per trainee per day	@Rs. (In fig.) _____ Rs. (In words) _____
f)	<b>Full rate per trainee per month</b>	@Rs. (In fig.) _____ Rs. (In words) _____

<b>III. Charges for Lunch/High tea to be supplied for official functions /Guests on per person basis(As per MENU under Section VII)</b>			
	<b>Lunch/Dinner (Veg. / Non Veg.)</b> (As per the Lunch/Dinner menu under section VII) <b>With +</b>		
a)	Paneer in Veg. & Fish/chicken/mutton in Non Veg. & Soup (Veg. /Non Veg. ) with starters, sweet & fruits	Rate / person	
b)	<b>High tea I</b> – tea/coffee with pastries, branded sweets(Haldiram), roasted cashew, veg. puff, wafers etc.	Rate / person	
c)	<b>High tea II</b> -Tea/coffee, Branded sweet (haldiram)– 1 pc, wafers & snacks (Samosa/Kachori/Sambar vada/ Cutlet etc.) – 1 pc	Rate / person	
d)	<b>High tea III</b> -Ice cream / bottled cool drinks with wafers & snacks (Samosa/Kachori/Sambar vada/ Cutlet etc.) – 1 pc	Rate / person	
e)	Tea Biscuits during lecture break (Tea 100ml+Biscuits)	Rate/ person	
f)	<b>Total (a+b+c+d+e)</b>	Rate/ person	

<b>IV. Menu on Daily Rate Basis for Non- residential trainees and staff</b>		
<b>Sr. No.</b>	<b>Name of Item</b>	<b>Price (Rs./Ps.)</b>
1.	Tea 100 ml. (Readymade) Tea 100 ml. (With Tea Bag)	Rs. Rs.
2.	Coffee 100 ml	Rs.
3.	Cold Drinks (Pepsi, Coke, Limca etc.)	Rs.
4.	Lassi (150 gm Curd) Sweet or Salty	Rs.
5.	a) Fruit Juice (200 ml. Fresh) b) Fruit Juice (200 ml. Canned)	Rs. Rs.
6.	Toast and Butter (2 bread pieces)	Rs.
7.	Toast & Jam (2 bread pieces)	Rs.
8.	Two Egg Omlet	Rs.
9.	Single Egg Omlet	Rs.
10.	Dahi Vada (2 pieces)	Rs.
11.	2 Sambar Vada (60 gm each)	Rs.
12.	1 plate Upma with Chatni	Rs.
13.	2 Idli with Sambar (Idle 75 gm each)	Rs.
14.	1 Plain Vada (50 gm)	Rs.
15.	1 Dal Vada (40 gm)	Rs.
16.	1 Samosa (70 gm) with chatni	Rs.
17.	1 Kachodi (950 gm) with chatni	Rs.
18.	1 Vegetable cutlet with chatni	Rs.
19.	1 Bread Roll with chatni	Rs.
20.	Vegetable Sandwich (2 slices)	Rs.
21.	4 Poori with Choley	Rs.
22.	2 Bhatara with Channa	Rs.
23.	a) Chowmin-Full Plate b) Chowmin-Half Plate	Rs. Rs.
24.	1 Plain Dosa with Chatni	Rs.
25.	1 Masala Dosa with Sambar Chatni	Rs.

26.	1 Onion Uthpam	Rs.
27.	1 Plain Paratha	Rs.
28.	1 Stuffed Paratha	Rs.
29.	Plain Curd (125 gms)	Rs.
30.	Seasonal Vegetable- 1 Plate	Rs.
31.	Dal Fried-Full Plate	Rs.
32.	Vegetable Soup- 1 cup	Rs.
33.	Tomato Soup- 1 cup	Rs.
34.	Chicken Soup- 1 cup	Rs.
35.	1 Chapati	Rs.
36.	Plain Nan	Rs.
37.	Butter Nan	Rs.
38.	Stuffed Nan a) Plain Rice full plate (150 gm) b) Plain Rice half plate (75 gm)	Rs. Rs.
39.	Zera Rice/ Veg. Pulao (150 gm)	Rs.
40.	a) Pastry- Pine Apple b) Pastry- Chocolate	Rs. Rs.
41.	Burfi/ Rasgulla/ Gulab Jamun	Rs.
42.	Custard ( 100 ml)	Rs.
43.	Kheer (250 gm. with sugar)	Rs.
44.	Milk (250 gms. ) with sugar	Rs.
45.	Ice Cream (100 gm.)	Rs.
46.	a) Vegetable Patties b) Cheese Patties c) Chicken Patties	Rs. Rs. Rs.
47.	Rice Chicken (150 gm Boiled Rice)	Rs.
48.	Rice Egg Curry (2 egg with 150 gms. Rice)	Rs.
49.	Shahi Paneer/ Palak Paneer/ Mater Paneer/ Malai Kofta or seasonal vegetable to be prepared daily a) Full plate- 300 gm b) Half plate- 150 gm	Rs. Rs.
50.	Bisleri Water (1 ltr./ ½ ltr.)	Rs.

51.	Disposal Glass	Rs.
52.	Lemon Water Per Glass (200 ml)	Rs.
53.	Lemon Juice Bottle	Rs.

(Any other item as an when introduced, prior approval of the Competent Authority of the NPTI will be taken on the prices)

**Note:**

- a) Lowest of **Section IX table (I-f), (II-f) & (III-f)** will be the criteria for deciding the bidder. **Contract will not be split up.**
- b) **For full Day meal the full day rates will be applicable, For monthly meal the monthly rates will be applicable & for individual items the itemized rates will be applicable as indicated in table (I) (II) (III) (IV) above.**
- c) Nearest rounded rupee calculation should be the highest value if exceeding more than fifty paisa and least value if less than fifty paisa. (eg. Less than or equal to 0.49 paisa =0.0 and greater than or equal to 0.50 paisa= 1.00 rupee)

3. We do hereby undertake, that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.

4. The price quoted is the final net price of all the services to be provided by us, inclusive of any incidental services that may need to be provided. We enclose herewith the complete Financial Bid as required by you. This includes:

(a) Price schedule as per Section-VI & VII of Bid document. The word 'No Quotation' is written across any or all of the items in the schedule for which a bidder does not wish to tender.

(b) Statement of deviation from financial terms and conditions.

5. We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

6. We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.



**7. Certified that the bidder is :**

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

Or

A partnership firm and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections /deletions should invariable be duly attested by the person authorized to sign the bid document.)

8. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ of 2011

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

FAX

Email

Company seal

## ANNEXURE-1 PROFILE OF ORGANIZATION

1. Name of concern :
  
2. Status of the concern : Proprietor / Partnership / Private /  
(support with documents) Govt. / Others (Specify)
  


---

3. Postal Address :
  
4. Telephone :
  
5. Fax :
  
6. E-mail :
  
7. Web site :
  
8. Year of Establishment :
  
9. Activities/Services Offered :
  
10. PAN Allotted by IT Deptt. :
  
11. Returned Income for preceding  
three Financial Years : FY 2008-09 \_\_\_\_\_  
FY 2009-10 \_\_\_\_\_  
FY 2010-11 \_\_\_\_\_
  
12. Name of the Head of the  
Organization/Managing Director

Date:

Place

Signature of Authorized Signatory

## **ANNEXURE-2 FORM FOR PERFORMANCE GUARANTEE**

To  
The National Power Training Institute

WHEREAS .....  
(name and address of the Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of contract no. .... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of .....  
..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

(Bank's common seal)